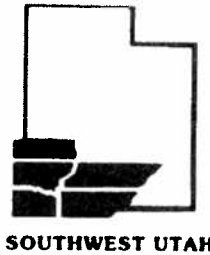


# Five County Association of Governments

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## **\*\* M E M O R A N D U M \*\***

**TO: COMMISSIONERS, MAYORS, AND REPRESENTATIVES OF SPECIAL DISTRICTS IN THE FIVE COUNTY REGION**

**CC: COUNTY CLERKS; CITY/TOWN MANAGERS AND CLERKS**

**FROM: *DL* DIANE LAMOREAUX, COMMUNITY DEVELOPMENT PROGRAM SPECIALIST**  
***GOJ* GARY ZABRISKIE, CIB REGIONAL PLANNER**

**DATE: AUGUST 25, 2010**

**SUBJECT: CAPITAL IMPROVEMENTS LIST UPDATES**

Once again it is time to update your local Capital Improvements Lists which are used when applying for funding from the U.S. Department of Housing and Urban Development (HUD) and the Utah Permanent Community Impact Fund Board (CIB).

**This will be your jurisdiction's only opportunity to submit updated Capital Improvements Lists** to be used for Community Development Block Grant (CDBG) applications submitted in December 2010 and any applications submitted to the Permanent Community Impact Fund Board (CIB) in February 2011, June 2011 or October 2011.

The regional Consolidated Plan, required by HUD, includes tables identifying all capital improvement priorities in the Five County area. The plan also provides for general regional goals and policies regarding community, economic, and housing development. Jurisdictions and agencies that may apply for funding from HUD are required to participate in the development and updating of the Consolidated Plan.

The CIB maintains a database of prioritized Capital Improvements Lists for each county. To be eligible for funding a projects must be on the current year's prioritized list in order to apply, unless a bonafide emergency exists.

There are two elements of the Capital Improvements Lists: a **1-year action plan** and a **2-5 year project list**. The 1-year action plan should only include projects that your jurisdiction reasonably intends to apply for during the aforementioned application cycle(s). For the 1-year action plan, funding sources should be clearly identified with accurate cost estimates shown. Projects on your 2-5 year project list are those anticipated to occur two to five years out. For those projects, cost estimates may be more generalized with likely funding sources shown.

(Over)

**County Commissioners, Mayors and Representatives of Special Service Districts**

**August 25, 2010**

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Your jurisdiction must prioritize projects on your 1-year action plan as “**high**” (H), “**medium**” (M) or “**low**” (L) needs. You can list more than one project as a high, medium or low need, but you must prioritize each one sequentially downward in priority as H-1, H-2, H-3, etc.

We have combined the process so that only one set of lists is necessary to be submitted annually by each jurisdiction. Five County AOG staff will extract information from the lists received to develop separate consolidated lists for CDBG and CIB funding.

If a proposed project is not included in your submitted Capital Improvements Lists, you will not be able to make application for CDBG or CIB funding of that project in the upcoming fiscal year. **PROJECTS MUST BE INCLUDED IN THE CAPITAL IMPROVEMENTS LISTS TO BE THRESHOLD ELIGIBLE FOR EITHER CDBG OR CIB FUNDING.**

A public meeting will be scheduled and held in each county later this fall in which you or your representative will be invited to attend to establish the consensus priorities within your county for CIB projects planned to be applied for in FY 2011.

A copy of information submitted by your jurisdiction last year is enclosed for reference purposes. Blank tables are provided for use developing your jurisdiction’s new 1-year action plan and 2-5 year project list. Forms can also be provided to you via e-mail, upon request, and are also posted for download on the Five County AOG web site at: [www.fivecounty.utah.gov/cil.html](http://www.fivecounty.utah.gov/cil.html)

Please provide a hard copy and/or e-mail your updated lists to the Five County Association of Governments office. These lists must be returned by 5:00 p.m. ***NO LATER THAN FRIDAY, OCTOBER 18, 2010. Lists received after the October 18<sup>th</sup> deadline will not be included.***

**TECHNICAL ASSISTANCE AVAILABLE**

The CDBG Program Specialist and the CIB Regional Planner at the Five County Association of Governments are available upon request to meet with representatives of your jurisdiction to assist in assessing your local capital facilities and infrastructure needs. It is our hope that by meeting and discussing your jurisdiction’s specific needs, applications to both CDBG and CIB will be more mature and of higher quality.

If you have questions, need additional information, or would like to request staff to meet with your jurisdiction, please feel free to contact Diane Lamoreaux at 435-673-3548 or via e-mail: [dlamoreaux@fivecounty.utah.gov](mailto:dlamoreaux@fivecounty.utah.gov)

We appreciate your efforts to help update Capital Improvements Lists for jurisdictions in the Five County region. Thank you.

dl  
Enclosures